# Improvements

- Eliminates illegible paperwork, deciphering handwriting, lost receipts
- Provides immediate visibility of transactions and payments
- Improves data and purchase control
- Eliminates travel for clearing when cash replenishment isn't required
- Eliminates excessive document reproduction, storage, or shipping
- Eliminates redundant data entry
- Enables analysis of orders & expenditures
- Improves cash management and tracking
- Permits daily reconciliation without face to face meetings
- Provides audit trail of all transactions in AOR
- Reduces unmatched disbursements from SF 44 purchases
- Eliminates Duplication of payment risk
- Reduces time and work for procurement, accounting, reconciliation

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**Bluebird Pidion BIP 6000**- Small (3.1"x 6.3" x 1.4"), light-weight (14.3oz with battery), ruggedized to MIL-STD-810F, 2Gig FIPS 140-2 compliant memory, 3.5" Touch Sceen, 3.7V, 4400mAh, Li-ion rechargeable battery, 3 megapixel autofocus camera with LED flash, WiFi, GSM, USB and Ethernet connectivity.

**Printek FieldPro Mobile**- Small (6.1" x 5.9" x 2.7"), light-weight (20 oz with battery) ruggedized portable printer used to print an SF-44 on site if required.

3in1 Tool uses the existing of the JCCS database. JCCS is currently in use in JCC I/A for vendor registration, contract solicitation, and contract management and tracking at some locations. Servers are housed at DISA with COOP backup.

# ORDERING
# 3 Tool 1
# RECEIVING   PAYMENT

# Automating the SF44 Process from End-to-End

# Automating a 50 year old paper process

In FY09, 2,664 FOOs placed over 36,600 orders amounting to over $82.5M in Iraq and Afghanistan.

Taskforce 849 Team 6 and feedback from JCC I/A Commander identified a need to better control cash on the battlefield and provide an automated solution to manual field ordering process. A multi-service/agency IPT of experienced Field Ordering Officers, Paying Agents, Disbursing Agents, and Contracting Officers was formed to investigate the best solution and establish the primary requirements to address these needs.

The solution consists of a small lightweight device, the 3in1 Tool that will capture and record purchase, payment, and receiving information including the user's receipt of goods and vendor acknowledgement of payment. The device will automatically transfer that data to the 3in1 Module in the Joint Contingency Contracting System (JCCS).

The 3in1 Tool is comprised of two components, a ruggedized handheld device and a backend database. The device is used to input, temporarily store, and transmit purchase and payment information. The backend database is a specialized module within the web based Joint Contingency Contracting System for managing accounts, and storing, reporting, and analyzing purchase and payment data. Additionally, the 3in1 JCCS Module will transmit payment and accounting information to other business systems such as DDS and Order/Voucher and Receipt images for official document storage in EDA.

FROM THIS...

...TO THIS!

## Current Process

- Hand write SF44
- Type SF44 data into PIIN Log
- Make 5 Copies of all documents
- Travel to PBO, DA, KO, RM to Clear
- DA enter SF44 in DDS
- DA updates manual PR ledger
- DA scans SF44 for archive
- Hardcopy shipped to CONUS
- KO maintains file
- FOO maintains file
- PA maintains file
- DA maintains file

## Problems

- Illegibility SF44/Receipts
- Errors: Calculation of order, ledger totals, or exchange rate
- Documents lost or damaged
- Wasted time
  - Duplicate data entry
  - Excessive Paper Reproduction
  - Traveling to Clear
- Lack of oversight/visibility of purchases & cash control from delayed clearing
- Unnecessary Risk due to travel
- Unmatched documents requiring manual tracking
- No Theater-wide visibility

## ON/OFF LINE OPERATIONS:

Both the handheld device and the client laptop application of the JCCS 3in1 Module have the ability to continue operation independently and store data until connectivity is restored with the web. This can occur sporadically or at the end of the operation, depending on connectivity and bandwidth. All data is encrypted for maximum security.

## AUTHENTICATION:
Users register in JCCS using DoD CAC cards to establish a user ID and strong password and to obtain approval for role based access. Secure digital Signatures are used to execute order and payment transactions. As each step of the purchase is completed, the information is locked and all data and images are transmitted to the JCCS 3in1 Module.

## RECEIPT AND RECORD OF PAYMENT:
Vendor receipts are digitally recorded with the onboard camera. Government receipt of goods and vendor payment are recorded as a digital image of the physical signature on the device's touch screen.

## CONTROLS:
Procurement controls prohibit purchases in excess of authorized limits or check items against unauthorized lists and display warning messages.
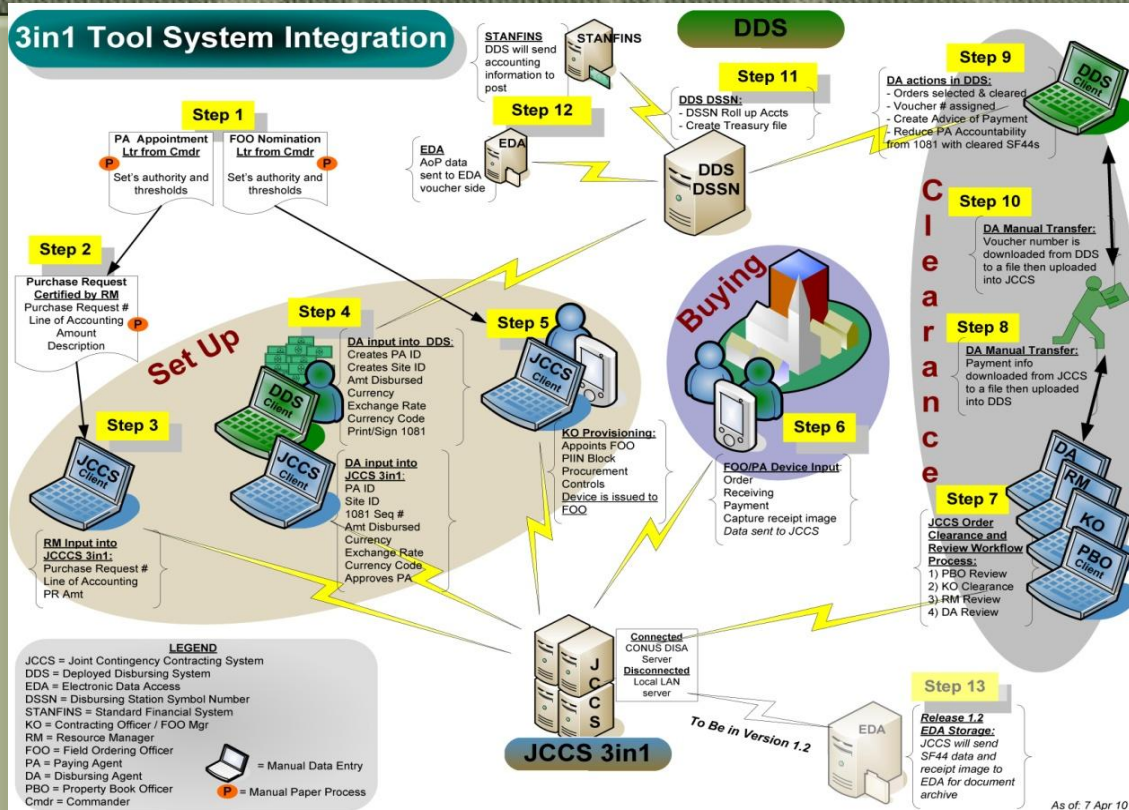
## ON-LINE REVIEW:
When connected, SF44 information is immediately available for review and clearance. Reviewers may view all information on the SF44 to include any required approval memos from a commander, C6, JA, etc that are attached to that order in the JCCS 3in1 Module. Reviewers can approve, disapprove, or flag an order and transmit a comment to the field team for response on the device.

## TRANMISSION TO BUSNESS SYSTEMS:
Disbursing Agent (DA) transfers the cleared orders electronically to DDS for processing and to reduce the PAs cash accountability. The PA will only need to return to the DA to obtain/return cash.



3in1 Tool System Integration

**LEGEND**
JCCS = Joint Contingency Contracting System
DDS = Deployed Disbursing System
EDA = Electronic Data Access
DSSN = Disbursing Station Symbol Number
STANFINS = Standard Financial System
KO = Contracting Officer / FOO Mgr
RM = Resource Manager
FOO = Field Ordering Officer
PA = Paying Agent
DA = Disbursing Agent
PBO = Property Book Officer
Cmdr = Commander

= Manual Data Entry
P = Manual Paper Process

As of: 7 Apr 10

## Features

- All SF44 data captured/recorded/transmitted to JCCS
- Records PR #, Amt, LOA -- ability to track multiple PRs
- Records Cash Disbursement Amt and Exchange Rate
- Digitally records receipt image and link to order
- Calculates order total & currency exchange
- Tracks obligations & available funds
- Online role-based review process (PBO,KO,DA,RM)
  - Information available daily without face-to-face clearing when cash exchange is not required
- Access prices on device for market research
- May record vendor location by GPS coordinates
- Ability to attach notes to orders
- Upload supporting documents for retention in order's electronic file--Approvals, Reviews, Hand Receipts
- Management reporting capabilities on 3in1 Module
  - Track Expenditures, Purchases, Cash in the field, Obligations, Available funds
  - Pre-populate forms: hand receipts for property book
- Push PR & procurement updates to device remotely
- Track expenditures by disbursement/accounting line
- Transmit SF44/receipt to EDA for document retention
- Transfer payment data directly to financial systems
- Create shopping lists to minimize time in the market
- Reports for use by the FOO, FOO Managers, PA, KO, DA, and Cmdr available on JCCS 3in1 Module